

5305 - DETENTION OFFICER

NATURE OF WORK

This is routine security work in receiving, processing, detaining, transporting and releasing prisoners held in the City's temporary detention facilities. Employees in this classification are responsible for the security, welfare, and health of all prisoners confined in the jail. Duties include maintaining various records on prisoners and supervising the cleaning of cells and corridors. Work involves maintaining order and discipline by enforcement of departmental rules and regulations.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED

Receives, searches, fingerprints, photographs and transports newly arrested prisoners.

Maintains order and constant vigilance over prisoners during all phases of jail operations by electronic surveillance equipment and by personal observation.

Maintains records and logs of prisoners to document time in the detention center, to account for prisoner's property, and to control issuance of jail keys.

Secures firearms in the gun locker prior to removing handcuffs from prisoner.

Checks periodically during tour of duty all doors, cell gates, and windows ascertaining that they are secured and locked.

Notifies the Shift Commander of critical incidents, such as prisoner deaths, serious injuries to prisoners or employees, escapes, and attempted escapes.

Notifies Rescue Squad if prisoner(s) become ill or injured; adds all information relative to illness or injury to the Arrest Report.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the rules, regulations, and procedures concerning the receiving, confinement, transporting and release of prisoners.

Knowledge of correctional facility operations.

Knowledge of personal and cell search techniques.

Knowledge of behavioral management techniques.

Ability to enforce departmental rules and regulations.

Ability to understand and follow verbal and written instructions.

Ability to prepare reports and maintain records.

Ability to safely secure small arms.

Ability to work various shifts.

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MINIMUM REQUIREMENTS

Must possess current Correction Officer Certification from Florida Department of Law Enforcement Division of Criminal Justice Standards and Training.

Must possess current valid driver's license, obtain a Florida driver's license prior to appointment, and maintain without an restrictions affecting job performance.

Shift work which may include nights, weekends, and holidays.

"Not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of any felony or misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication." Fla. Stat. 943.13 (4).

Pass a pre-employment, post offer medical examination based upon specifications established
Successful completion of a backgrounds investigation, polygraph, psychological, and psychiatric evaluations based on CJSTC procedures per Fla. Stat. 943.13(7) (11).

Comply with Section 943.135, Florida Statutes, and CJSTC continuing training and education requirements. Fla. Stat. 943.13 (11).

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must have physical ability to administer CPR, handle firearms and restrain unruly individuals. Ability to operate a motor vehicle and transport prisoners. Ability to react promptly and correctly in emergency situations.

SUPERVISION RECEIVED

Supervision is received from a sworn police officer, who reviews work for adherence to established departmental rules and regulations.

SUPERVISION EXERCISED

None.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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